

**GREAT YARMOUTH**  
BOROUGH COUNCIL

**ADDITIONAL PAPERS/  
SUPPLEMENTARY AGENDA**

**for the**

**CABINET**

**on**

**28 November 2007**

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**CABINET**

**28 November 2007**

**ADDITIONAL PAPERS/  
SUPPLEMENTARY AGENDA**

**ADDITIONAL PAPERS**

**3. FORWARD PLAN – 1 NOVEMBER 2007 TO 29 FEBRUARY 2008**

... The Forward Plan is attached (page 23).

**7. SHORELINE MANAGEMENT PLAN**

... The Head of Regeneration and Environment's report is attached (pages 24 - 26).

**SUPPLEMENTARY AGENDA**

**13. 2007/08 BUDGET MONITORING**

... The Head of Financial Services' report is attached (pages 27 - 30).

**\* \* \* \* \***

GREAT YARMOUTH BOROUGH COUNCIL

FORWARD PLAN LISTING KEY DECISIONS LIKELY TO BE MADE DURING THE PERIOD

Executive Members are:

Barry Coleman Barry Stone  
 Tony Smith Bob Peck  
 Jim Shrimplin Graham Plant

1 November 2007 to 29 February 2008

NB Key decisions are Executive decisions (i) likely to result in savings or expenditure of more than £100,000; or (ii) which are significant in terms of the effect on people living or working in two or more electoral wards.

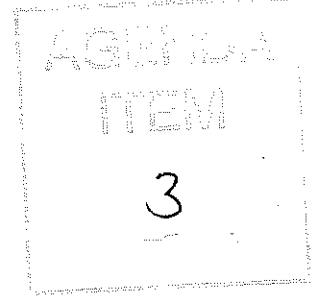
| Matter for key decision   | Who will make decision | Date/Period when decision likely | Groups/organisations to be consulted | How consultations are to take place     | How representations are to be made, and by when | List of documents to be submitted to decision taker                  |
|---|------------------------|----------------------------------|--------------------------------------|---|---|--|
| Purchase of Premises for the LEGI Hub                               | Cabinet                | November 2007                    | -                                    | -                                       | To Property Services Manager                    | Report by Property Services Manager                                  |
| Adoption of Environmental and Sustainability Policy for the Borough | Cabinet                | December 2007                    | Members<br>Staff<br>Stakeholders     | Meetings, correspondence, presentations | To Environmental Strategy Manager               | Draft policy and associated report by Environmental Strategy Manager |
| Setting the Council Tax Base  | Cabinet                | November 2007                    | -                                    | -                                       | To Head of Revenue Services                     | Report by Head of Revenue Services                                   |

Notes:

(i) No key decisions were made in October. The adoption of the Environmental and Sustainability Policy for the Borough has been rolled forward to December. One key decision has been added.

CF5/VU – 1/9/1/3  
 13 November 2007

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## Report on Coastal Management issues

**Scratby** – Proposed extension to Rock Berm

**Hopton** – Site specific study of failing defences at Corton and the affects at Hopton.

### Background

Following expressions of concern by the Scratby Coastal Erosion Group regarding the rate of beach and fore dune loss at the northern part of Scratby, a pre-feasibility study was carried out by our consultants Halcrow.

Meetings have been held with the group and Members resulting in a review of this report being produced. This second issue, giving greater detail, was discussed at a meeting on the 20<sup>th</sup> September 2007. At this meeting it was agreed to bring a report to CMB setting out the options for the way forward with this project.

In order to arrive at the most appropriate decision it is important to put this proposal in perspective with other future demands on the coast protection budget.

### Project Proposal

Scratby – From the meetings with all concerned the preferred scheme option is to extend the existing Rock Berm northwards. The pre-feasibility report gives an overview of the Benefit/Cost and a guidance of the Priority Score for this proposal. See E1

In order to progress the project to the next stage agreement to commit expenditure is sought. The following is breakdown of a budget figure:

#### First Stage

|   |                    |
|---|--------------------|
| • High Level Planning (SMP)                       | Completed          |
| • Strategic Planning (developed through meetings) | on-going           |
| • Pre-feasibility study                           | on-going (£11,000) |
| • Site Investigation works                        | £9,000             |
| • Produce Project Appraisal Report (PAR)          |                    |
| • Environmental Impact Assessment (EIA)           | £50,000            |
| • Design  | £10,000            |
| • Approvals and Licences                          | £5,000             |
| • Consultation                                    | £3,000             |
| <b>First Stage total</b>                          | <b>£88,000</b>     |

#### Second Stage

|                      |        |
|----------------------|--------|
| • Contract documents | £8,000 |
| • Pre-qualification  | £4,500 |

- Tender, evaluate and award £4,000
- Site supervision (4 months) £25,000
- Post project appraisal £5,000

**Second Stage Total £46,500**

Approval is sought for £60,000 in year 2007/8 and £28,000 in year 2008/9 in order to prepare a scheme for submission to EA for approval and grant aid. Costs incurred in the first stage are recoverable if the scheme is approved for grant aid, second stage cost will only be incurred should the construction works go ahead and will form part of the scheme cost.

| Time line of expenditure          | Year | 2007/8  | 2008/9   | 2009/10    | 2010/11 | 2011/12 | 2012/13 | 2013/14 | 2014/15 |
|-----------------------------------|------|---------|----------|------------|---------|---------|---------|---------|---------|
| <b>Project</b>                    |      |         |          |            |         |         |         |         |         |
| <b>Scratby Rock Berm</b>          |      |         |          |            |         |         |         |         |         |
| Pre-feasibility study             |      | £11,000 |          |            |         |         |         |         |         |
| Site Investigation works          |      | £9,000  |          |            |         |         |         |         |         |
| PAR, EIA and Design               |      | £40,000 | £20,000  |            |         |         |         |         |         |
| Approvals and Licences            |      |         | £5,000   |            |         |         |         |         |         |
| Cosultation                       |      |         | £3,000   |            |         |         |         |         |         |
| Contract documents                |      |         | £8,000   |            |         |         |         |         |         |
| Pre-qualification                 |      |         | £5,000   |            |         |         |         |         |         |
| Teder                             |      |         | £4,000   |            |         |         |         |         |         |
| Site supervision                  |      |         |          | £25,000    |         |         |         |         |         |
| Construction                      |      |         |          | £2,800,000 | £70,000 |         |         |         |         |
| Post project appraisal            |      |         |          |            | £5,000  |         |         |         |         |
|                                   |      |         |          |            |         |         |         |         |         |
| <b>Hopton</b>                     |      |         |          |            |         |         |         |         |         |
| Options study                     |      | £5,000  | £5,000   |            |         |         |         |         |         |
|                                   |      |         |          |            |         |         |         |         |         |
| <b>Possible Option 1</b>          |      |         |          |            |         |         |         |         |         |
| Make safe - remove debris         |      |         |          |            |         |         |         |         | £50,000 |
|                                   |      |         |          |            |         |         |         |         |         |
| <b>Possible Option 2</b>          |      |         |          |            |         |         |         |         |         |
| Place rock to delay total failure |      |         |          |            |         |         |         |         |         |
| 2A place all rock first year      |      |         | £107,000 |            |         |         |         |         |         |
| Rock 8520t                        |      |         | £221,338 |            |         |         |         |         |         |
|                                   |      |         |          |            |         |         |         |         |         |
| 2B place one bay as required      |      |         |          | £18,500    | £18,500 | £18,500 | £18,500 | £18,500 | £18,500 |
| Rock 1400t                        |      |         |          | £36,000    | £36,000 | £36,000 | £36,000 | £36,000 | £36,000 |

Coast Protection budget this year is £45,100 and there are commitments of £30,640. These commitments have been revised to include costs as a result of damage found during an inspection following the storm of 8<sup>th</sup>/9<sup>th</sup> November 2007.

**Hopton** – Site specific study of failing defences at Corton and the affects at Hopton.

Due to the recent exacerbated affects of coastal processes along the Hopton and Corton frontage there has been marked deterioration in the condition of the defence structures.

It is proposed to carry out a joint study with Waveney District Council to determine the most appropriate solution to the failing defences.

|                         |         |        |
|-------------------------|---------|--------|
| Budget figures of study | 2007/08 | £5,000 |
|                         | 2008/09 | £5,000 |

Coast protection works, as all other works carried out by a local authority, has to be able to demonstrate value for money. When applying for grant aid there is the additional hurdle to jump in the form of the Priority Score system, or the "Outcome Measure". This means that if we have a project that is technically feasible and has the support of all concerned we still need to satisfy a minimum level score to get on the list of schemes being considered by DEFRA / EA.

Schemes of a value that do not require funding through grant are carried out through R&M funding which is accounted for in RSG. Some authorities have over the years increased their budgets to cover this type of work; this authority has, in the past, not been in a position to do this and has relied on grant aid.

The Scratby Rock Berm scheme is the option preferred by the Scratby Coastal Erosion Group and has the support of Members and is technically feasible, but is unlikely to be awarded grant funding under the current criteria.

The pre-feasibility study has examined the cost/benefits and used the DEFRA points scoring system to arrive at the conclusion that the scheme would not attain sufficient points to be considered by EA.

The dilemma is that if a scheme is not prepared for approval then it will never have the chance of being approved, but the council is being asked to fund the preparation of a scheme that is unlikely to succeed.

There are many factors and variations to consider in taking this and other projects forward and I feel that there is a benefit in officers and members meeting to talk these through and develop a better understanding of the medium and long term options.

**Subject:** 2007/08 BUDGET MONITORING  
**Report to:** Cabinet – 28<sup>th</sup> November 2007

**Report by:** Head of Financial Services

This report presents a General Fund Revenue budget performance review as at 30<sup>th</sup> September for the 6 months from 1 April 2007 to 30 September 2007.

Cabinet is asked to note the report.

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Departmental reference:

Date: 6 November 2007

Background papers: Budget Monitoring Reports and Variance Explanation Reports  
G Y B C Budget Book 2007/08

**1. Executive Summary:**

- 1.1 This is the fourth monitoring report presented to Cabinet for the 2007/08 budget year using the new Financial Management System.
- 1.2 A revised budget monitoring process has been implemented incorporating budget spending profiles, forward looking outturn forecasts and variance explanations based upon information provided by service unit managers or the service accountants.
- 1.3 There are a number of areas where overspends are occurring at this stage in the year, and these are detailed below. As the reporting process becomes more embedded, Service Managers are able to review more closely their budgets and to identify areas where there is potential to overspend/underspend. At the same time, in certain areas additional income has been received, and the net position is that the Council is still on target to achieve the overall budget at the year end.

## 2. General Fund Summary.

| Department               | Budget YTD<br>£000s | Actual YTD<br>£000s | Variance YTD<br>£000s | Budget Full year<br>£000s | Forecast Outturn<br>£000s | Forecast Variance<br>£000s |
|--------------------------|---------------------|---------------------|-----------------------|---------------------------|---------------------------|----------------------------|
| Central Services         | 1,080               | 1,132               | 52                    | 2,465                     | 2,465                     | -                          |
| Community Services       | 1,824               | 1,711               | (112)                 | 4,315                     | 4,315                     | -                          |
| Customer Services        | 189                 | 123                 | (66)                  | (57)                      | (57)                      | -                          |
| Financial Services       | 550                 | 524                 | (26)                  | 1,292                     | 1,292                     | -                          |
| Architects               | 19                  | (117)               | (136)                 | 38                        | 38                        | -                          |
| Planning and Development | 374                 | 369                 | (5)                   | 733                       | 733                       | -                          |
| Regen and Environment    | 3,263               | 2,577               | (686)                 | 7,009                     | 7,009                     | -                          |
| Revenues & Benefits      | 1,073               | 469                 | (604)                 | 1,912                     | 1,758                     | (154)                      |
| <b>Sub-Total</b>         | <b>8,372</b>        | <b>6,788</b>        | <b>(1,584)</b>        | <b>17,707</b>             | <b>17,553</b>             | <b>(154)</b>               |
| Establishment Savings    | -                   | -                   | -                     | (570)                     | (570)                     | -                          |
| Savings                  | -                   | -                   | -                     | (50)                      | (50)                      | -                          |
| LABGI                    | (166)               | (166)               | (166)                 | (166)                     | (166)                     | -                          |
| Capital charges          | -                   | -                   | -                     | (3,047)                   | (3,047)                   | -                          |
| Other                    | 136                 | 145                 | (9)                   | 1,858                     | 1,858                     | -                          |
| <b>TOTAL</b>             | <b>8,463</b>        | <b>6,767</b>        | <b>(1,593)</b>        | <b>15,732</b>             | <b>15,578</b>             | <b>(154)</b>               |

- 2.1 **Central Services** last period was showing an expected overspend at the year end of 232k. This has been covered by a virement from salary savings.
- 2.2 The undersend in **Community Services** relates mainly to the timing of grant funding for supporting people.
- 2.3 **Customer Services** are showing a net underspend of £66k in the year to date. This is partly due to further profiling being required on salaries which will be done based upon the salary inflation settlement. However, netting off the salary figure there is an overspend on repairs and maintenance for the Town Hall. There may be a year end impact which will be quantified in a future report.
- 2.4 **Financial Services** is showing an underspend in the year to date, following a virement of funds to allow the proposed new structure to be established. The work on restructuring the team is underway and is expected to be completed by January 2008.
- 2.5 The **Architects'** service is showing an underspend of £136k at this stage due to a profiling issue on the recharges budget which will not impact on the out-turn position.

- 2.6 **Planning and Development** budgets are broadly in line with expectations, with a small underspend being shown at this stage.
- 2.7 **Regeneration and Environment** budget is showing the greatest levels of variance, with a £686k underspend in the year to date. This is primarily due to profiling issues, due to the complexity and variety of the expenditure in this area.
- 2.8 **Revenues services** forecast a potential under-spend against budget due to on going service performance improvements resulting in additional subsidy entitlement. The position to date is significantly higher than forecast outturn due to seasonality. This additional subsidy could amount to in excess of £200k, but it is deemed prudent at this stage only to include £100k as additional income in the budget. As time progresses further additional subsidy may be available, and this will continue to be monitored on an ongoing basis.
- 2.9 **Establishment savings.** To date, establishment savings of over £432k have accrued, including an estimate for pay increases of 2.475%. The pay settlement will be reflected in the Service Accounts to coincide with the payment. This is in line with the establishment savings target of £570k for the year.
- 2.10 **Savings** – the budget for 2007/08 included £216k of unidentified savings and a £10k provision for a feared increase in Energy prices. It is unlikely that the £10k provision for Energy prices will be required, following retendering of the energy contracts, and therefore there was £206k of savings to be found. All the savings have now been identified, and, where possible, have been built into base budgets.
- 2.11 **Other** – includes expenditure relating to pension backfunding, interest payable and receivable, provision for the repayment of debt, and parish precepts. All are considered to be on target at this stage.

### 3. Capital Programme

- 3.1 Capital programme financial information will be reported in October's report.

### 4 Recommendation

- 4.1 That the Members note this report.